

WKU Staff Hiring Protocols & Training Document

[Recruitment and Employment of Faculty and Staff Policy](#)

ROLES

Hiring Official (Supervisor/Department Chair/Director)

- Hiring Authority/Decision Maker
- Separate from Search & Screen Committee

Search Chair

- Liaison between Hiring Official and Search Committee members
- Responsible for presenting committee's analysis of strengths/weaknesses to Hiring Official
- Communicates with Candidates
- Should be able to facilitate discussion and build consensus among members
- Does not provide 'order ranking' of candidates to Hiring Official

Search Member

- Review application materials against predetermined criteria
- Does not provide order ranking of candidates to Hiring Official

BEFORE THE SEARCH

Identify Need: obtain approval from appropriate leadership

Appoint Search and Screen Committee (SSC) and determine roles (if required by policy)

- Minimum of three members
- Hiring Official is responsible for appointing SSC Chair
- SSC members should create an evaluation tool for candidate review process
- SSC members do not rank or recommend candidates for the Hiring Official

Create Recruitment Plan

- SSC members are encouraged to consider online recruiting sources, networking groups, social media outlets, etc.

Create draft job advertisement (SSC members/Hiring Official)

- Determine duties/responsibilities
- Determine minimum requirements – candidates must meet **all** minimum requirements advertised to be considered qualified
- Contact General Counsel for positions that have a reasonable likelihood to include foreign national candidates
- Determine required application materials – once advertised, these are **required** documents and must be submitted to be considered qualified
- Finalize the job description and submit a Request to Fill- Staff requisition through Interview Exchange for approval

Audit/Update Department Webpage

- Review/update unit website for most up-to-date information

DURING THE SEARCH

- Job is posted on the Careers website once requisition is fully approved
- HR will send the posting link to the initiator of the requisition and add the SSC members/Hiring Official to the Job
- HR will offer search chair training to new Search Chairs
- HR will provide quotes for recruiting sources listed on the Request to Fill-Staff requisition
- Once the review process is complete, the SSC Chair will move applicants into appropriate folders –a Reason for Rejection must be assigned to applicants who will not be invited for an interview
- When all applicants have been reviewed/moved to an appropriate folder and the committee is ready to conduct official interviews, the SSC Chair will notify HR through the Review Notes in Interview Exchange
- HR will review the pool and move qualified candidates into the HR Reviewed folder. SSC Chair will be notified via the Review Notes that interviews can be scheduled. Prescreen/zoom interviews **DO NOT** require HR review. Only when the SSC is ready to conduct official on campus interviews will HR be required to review the pool
- SSC members will conduct interviews and check references. The Hiring Official will interview candidates separately. Reference checking is required by policy- as a courtesy, notify candidates prior to contacting references.

- SSC members will discuss strengths and weaknesses (as related to job criteria) and the SSC Chair will document them in each candidate's profile
- SSC Chair notifies the Hiring Official that strengths and weaknesses have been added for their review. Provide a summary of reference check findings to the Hiring Official.
- Hiring Official will make the hiring recommendation
- Hiring proposal requisition is submitted for approval
- Once fully approved, offer can be made

AFTER THE SEARCH

- If/When offer is accepted, move candidate into the 'Hired' folder
- Review folders to ensure a Reason for Rejection has been assigned to all remaining candidates
- Department submits background check request and EPAF
- Search Chair sends regrets message to applicant pool

DOCUMENT RETENTION

- Evaluation tools and Non-Committee Feedback forms must be retained with the Hiring Official
- Documents must be retained for at least one year for applicants not hired and for the duration of employment for the candidate hired
- At the end of the search, the Search Chair needs to provide the Hiring Official with all original documents